

Minimum Qualification Specifications
for the Class:

VENDING FACILITIES SPECIALIST

Basic Education Requirement

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

Business Experience: One and one-half (1-1/2) years of progressively responsible business management experience which included active participation and responsibility in such functional areas as sales; financial recordkeeping and reporting; site survey, property acquisition and space allotment; procurement and purchasing; inventory control; and public relations. The experience need not have included all of the functional areas but must have included direct participation in sales and financial recordkeeping and reporting.

Examples of qualifying experience include, but are not limited to, activities such as retail/wholesale management, teaching business management at the college level, or management of a sole proprietorship. Such experience must have provided the applicant with the knowledge, skills and abilities pertinent to the conduct of a small business.

Training Experience: In addition to the Business Experience requirements described above, applicants must have experience which provided familiarity with instructional methods and techniques. The experience need not have been in a traditional academic classroom setting, but must have demonstrated the applicant's ability to evaluate a trainee's capabilities, develop projects and training plans, supervise a trainee's activities, and evaluate the trainee's progress.

Examples of qualifying experience include, but are not limited to, activities such as providing on-the-job training to new employees; providing supportive services and assisting in providing instructional services in a classroom setting; providing adult leadership in community youth oriented activities such as scouting and sports; or providing instruction in leisure-time activities such as music or arts and crafts. Such experience may have been gained concurrently with the education and experience requirements and may have been acquired on a part-time and/or volunteer basis. In order to be acceptable, participation must have been on a continuous basis (e.g., several hours every day for the duration of a prescribed period; several afternoons per week for the duration of a season; several nights per week during an academic year) and not limited to isolated one or two time incidents.

Non-Qualifying Experience

Experience in such capacities as a sales clerk, stock clerk, warehouse worker, or other clerical or inventory experience which may have been acquired in a business enterprise, but which was basically clerical or manual in nature and which did not involve active participation and responsibility in the management functions, is not qualifying. Experience as a bookkeeper or accountant for a business enterprise which was limited to recording financial activity but which did not otherwise involve participation and responsibility in other management areas is not qualifying.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class VENDING FACILITIES SPECIALIST, which were approved on January 10, 2007.

DATE APPROVED: 11/18/2013



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